



Annual Ownership and Control Report

This guidance document provides information on how to accurately submit the following information required in the Annual Ownership and Control Report:

1. Capitalization Table
2. Corporate Structure Chart
3. Organizational Chart
4. Combined Organizational and Corporate Structure Chart
5. Attestation Letter

1) Capitalization Table

Using the **Template Capitalization Table** Excel Sheet available on [MMCC’s website](#):

- First, complete all the information required in the **“Licensee Overview section.”**
- Next, complete the **“Licensee Cap Table”** section.
 - Be sure to choose the correct investor type for each investor listed.
 - If the licensee is **NOT** publicly traded, the **“% Ownership”** must equal 100%.
 - If the licensee is publicly traded, you must identify every investor who holds an ownership interest of 5% or more in the licensee.
- If any **entity investor** is a publicly traded (“PT”) business, a privately held (“NOT PT”) business, or a trust, you must identify the ownership structure of that entity investor on the appropriately labeled tab on the bottom tab of the capitalization table.
 - Review the directions on each applicable tab and fill out the required information.

LICENSEE OVERVIEW				
Licensee Name:				
Licensee Number:				
Type of Business Organization: LLC				
Total Shares/Units Issued:				
LICENSEE CAP TABLE				
Investor (If licensee is NOT a publicly traded business entity, list every individual/business entity/trust with an ownership interest.)	Investor Type	Total Shares/Units Held by Investor	Date(s) on Which Investor Acquired Shares/Unit	% Ownership
(If licensee is a public traded business entity, list each individual/business entity/trust that holds more than 5% of the voting shares of the entity.)	(Select from drop down list.)			(If licensee is NOT a publicly traded business entity, listed ownership interests must total 100%.)
ABC Company, LLC	Business Entity (NOT Publicly Traded)	N/A	5/25/2021	17.5%
John Smith	Individual	N/A	5/25/2021	0.8%
New, LLC	Business Entity (NOT Publicly Traded)	N/A	5/25/2021	5.0%
Best Business, LLC	Business Entity (NOT Publicly Traded)	N/A	5/25/2021	3.3%
Edward Jones	Individual	N/A	5/25/2021	0.8%
Sam Johnson	Individual	N/A	5/25/2021	0.8%
Joe Stevens	Individual	N/A	5/25/2021	1.7%

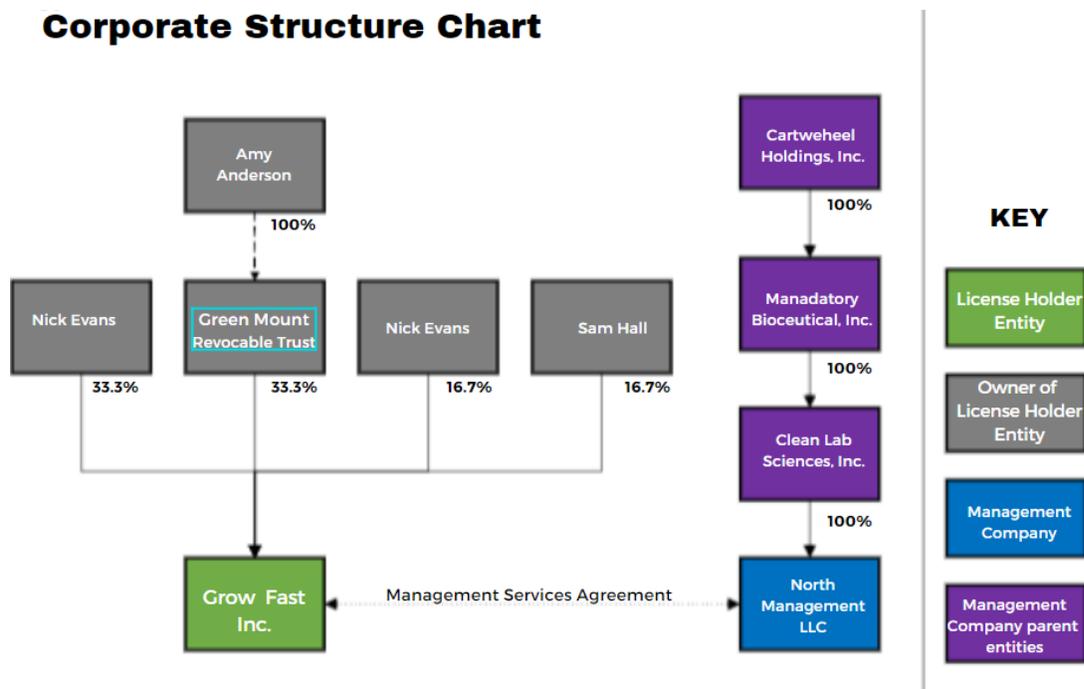
2) Corporate Structure Chart

The Corporate Structure Chart must demonstrate the **complete** corporate structure of the licensee, and identify:

- The names of any parent, holding, affiliate, or subsidiary companies; and
- The relationship between the parent, holding, affiliate, or subsidiary companies and the licensee.

NOTE: This includes any third-party "management company" that operates the licensee's business. The licensee must also provide a chart demonstrating the relationship between the management company and any parent, holding, affiliate, or subsidiary of the management company.

Sample Corporate Structure Chart

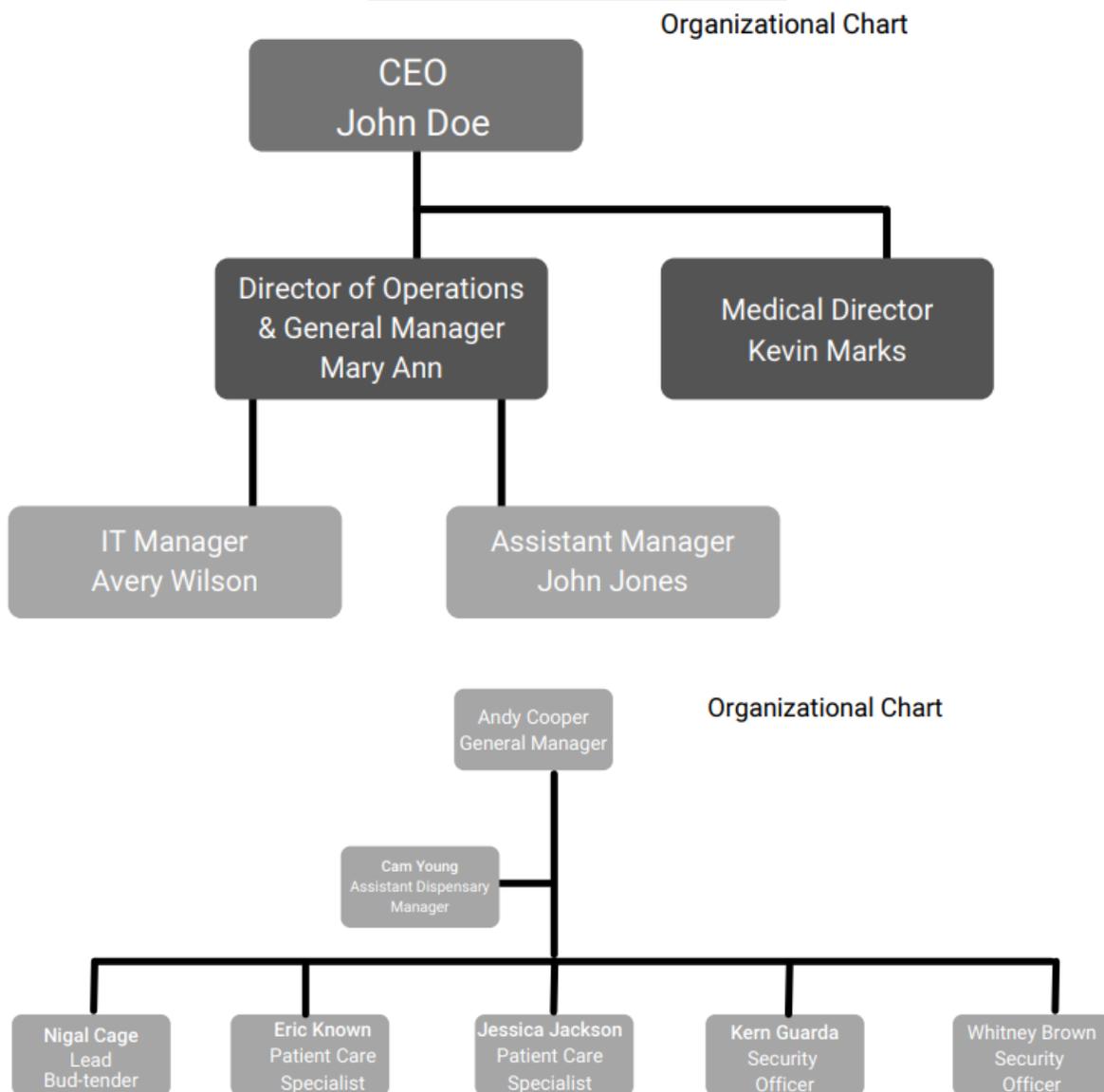


3) Organizational Chart

The Organizational Chart must be a hierarchical organizational chart of the licensee that identifies the name and office/title of any:

- Members of the Board of Directors, principal and/or corporate officers (e.g. Chief Executive Officer, Chief Operating Officer, Senior Vice President, etc.); and
- Members of management (including anyone who has a role in the day-to-day management of the licensee).

Sample Organizational Chart



4) Combined Organizational and Corporate Structure Chart

If you choose to combine the Organizational and Corporate Structure charts, you must list the information included in sections 2) and 3) above, including:

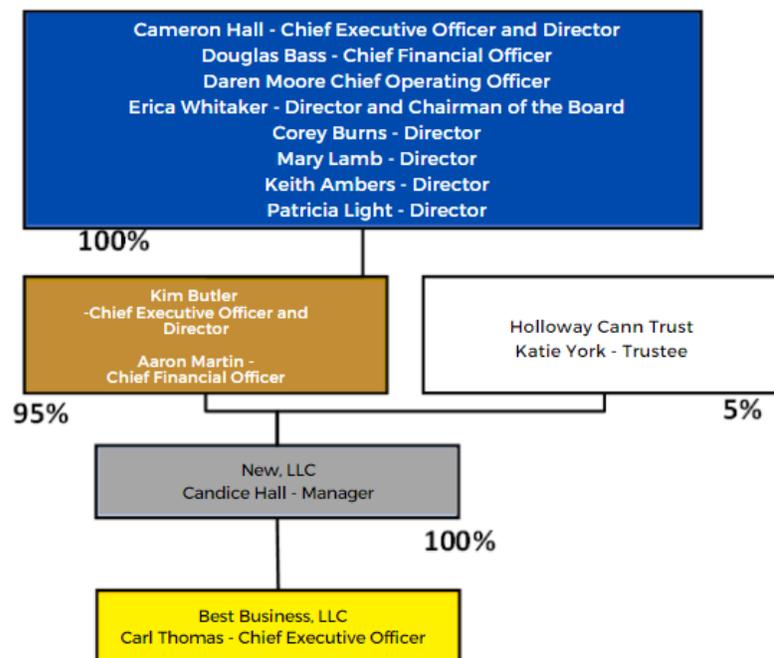
- The names and titles of all directors, principals, corporate officers, and all individuals involved in the day-to-day management of the license.

AND

- The **complete** corporate structure of the company and the relationship between the parent, holding, affiliate, subsidiary, or management companies and the licensee.

Sample of Combined Organizational and Corporate Structure Chart

Production LLC Corporate and Organizational Structure



5) Attestation Letter

If the licensee has no parent, holding, affiliate, or subsidiary companies, and is not subject to a management agreement, then you will need to submit a letter attesting to that fact. The letter must be a signed and dated, and state that the entity that holds the license has no affiliated companies and is not subject to a management agreement.

Sample Attestation Letter

ABC Medical Incorporated
Corporate Structure Attestation Letter
May 1, 2021

To whom it concerns,

As CEO of ABC Medical Incorporated, I attest that ABC Medical Incorporated is the the holder of Medical Cannabis Dispensary License # D-55-55555.

ABC Medical Incorporated has 1 shareholder. There is no parent company, no subsidiaries and ABC Medical is not under contract with any management companies.

Sincerely,

John Doe

Chief Executive Officer
ABC Medical Incorporated.